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ABSTRACT

As part of a series on career and life planning for adults, this four-part booklet discusses job search strategies, resume writing, and job interviews. Part I discourages conventional job-hunting techniques (i.e., visiting employment agencies, researching want ads, going through company personnel offices, and sending resumes and cover letters in bulk), and presents a model for a job campaign strategy that incorporates the formulation of a tentative career statement, research into the prospective career, and the job search itself. Part II provides suggestions for writing effective resumes and describes the components of two resume types: the chronological resume, which lists employment and career experiences in reverse chronological order; and the functional resume, which lists the applicant's skills and talents, rather than specific jobs in the applicant's employment background. Examples of each resume type are included. Part III focuses on employment interviewing and provides: (1) a checklist of factors to be considered in preparing for the interview (i.e., filling out application forms, conducting oneself during the interview, and making each interview a learning experience); (2) a discussion on coping with rejection and conducting informational interviews; (3) a list of common interview questions; and (4) an outline of factors that can lead to the rejection of an interviewee. A bibliography is presented in Part IV. (HB/JP)

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JOB CAMPAIGN STRATEGIES

Booklet Three

The Career Life Assessment Skills Series

A Program to Meet Adult Developmental Needs

Bernadette M. Curtin
Fred J. Hecklinger

Project Directors

Vocational Guidance and Counseling Project

Conducted Under

Vocational Education Amendments of 1976

Public Law 94-482

1981

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The Career Life Assessment Skills Series
(CLASS)

This series consists of eight booklets which can be used in conjunction with the CLASS workshops or by themselves. The following topics are covered in the series.

BOOKLET ONE — YOUR UNIQUE SELF

This booklet helps you to look at your interests, skills, values, work values, and lifestyle preferences.

BOOKLET TWO — JOB MARKET INVESTIGATION

This booklet helps you to research careers, to identify possible new careers that may interest you, and to make effective decisions.

BOOKLET THREE — JOB CAMPAIGN STRATEGIES

This booklet helps you learn how to find a job, to know how to handle an interview, to write a resume, and to conduct an effective job search.

BOOKLET FOUR — THE FEDERAL EMPLOYMENT PROCESS

This booklet helps you to understand the federal employment process and outlines the best ways to look for a job with the federal government.

BOOKLET FIVE — ACADEMIC SURVIVAL SKILLS

This booklet helps you to deal with some of the learning skills needed to be successful when returning to school.

BOOKLET SIX — MID-LIFE AND CAREER TRANSITIONS

This booklet helps you to understand what kind of career and life changes people go through and to evaluate your own needs for change.

BOOKLET SEVEN — JOB-KEEPING AND REVITALIZATION

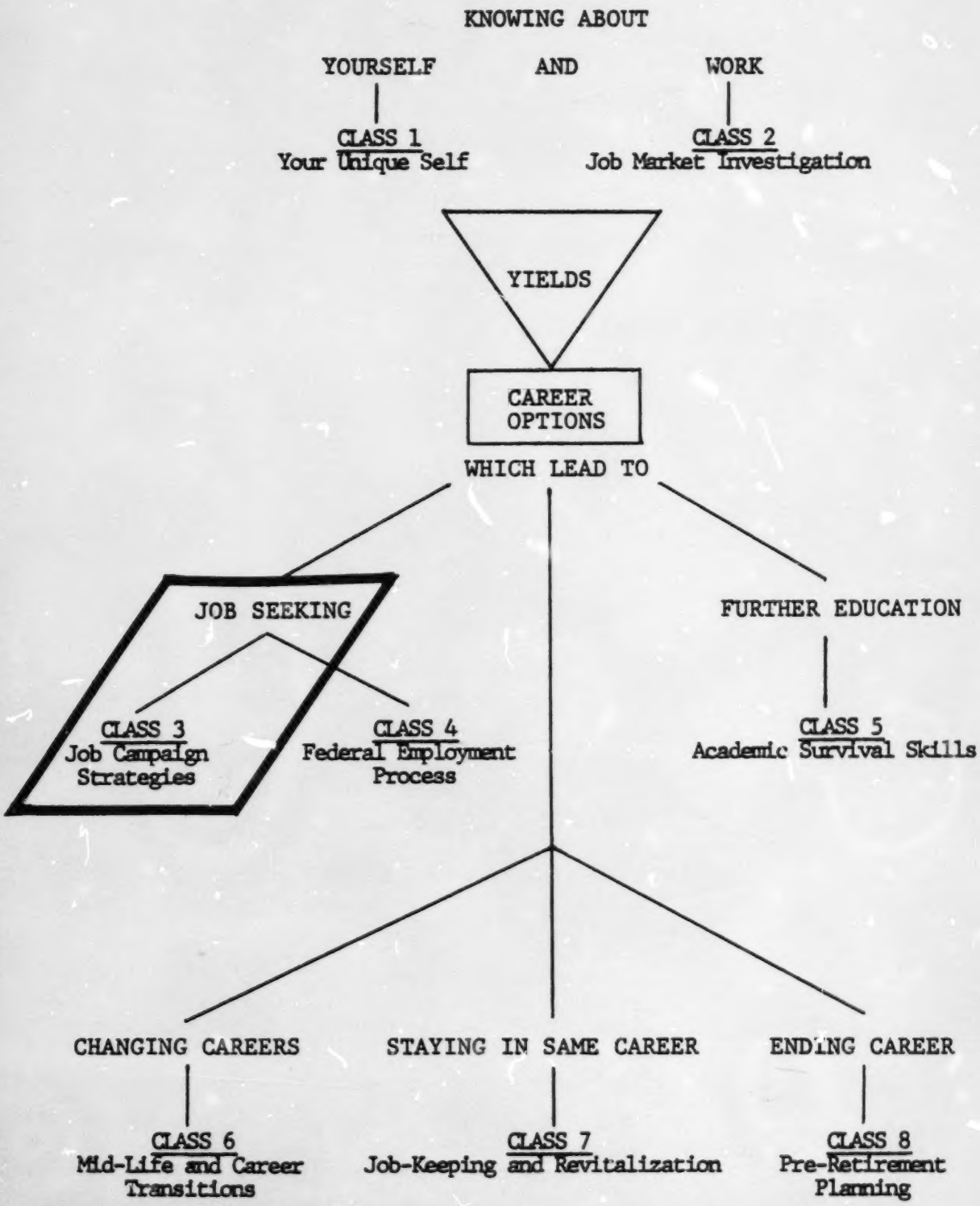
This booklet helps you to maintain your effectiveness and interest in your current job and suggests ways that you can breathe new life into your job.

BOOKLET EIGHT — PRE-RETIREMENT PLANNING

This booklet helps you to look at the important issues involved in planning for your retirement and gives you guidelines on how to get started with this process.

CAREER LIFE ASSESSMENT SKILLS SERIES

C.L.A.S.S.



CAREER LIFE PLANNING

Career life planning is a continual process of assessing where you are headed in your life and career and of deciding whether or not you wish to make changes. In order to make these life and career decisions, it is important that you know about three distinct but essential areas:

- Yourself, which involves taking an inventory of your
  - --interests
  - --skills and abilities
  - --work values
  - --personal values
  - --temperament
  - --personality traits
  - --lifestyle preference
- The world of work, which involves the evaluation of your own career, if you have one, and other potential careers through
  - --research
  - --experience
  - --informational interviewing
  - --decision-making
  - --job revitalization
- Other opportunities not necessarily connected with work that may help you to change your lifestyle, such as
  - --education
  - --leisure activities
  - --community service
  - --retirement planning

After an in-depth look at your own goals and lifestyle preferences and a comprehensive evaluation of the career change and other options open to you, you will then be ready to make an effective decision.

Making a life or career decision is a big step. At this juncture, you will want to set up a plan to carry out your decision. This might include some of the following short-term goals:

- Obtain more specific training or "brush-up" work on a skill.
- Make some changes in your present job that will increase your job satisfaction.
- Up-date your resume.
- Make changes in your lifestyle.
- Improve your interviewing style.
- Return to school.
- Investigate other job opportunities.
- Become involved in community activities that interest you.
- Plan a second career to enter in a few years.
- Plan for your retirement.

The short-term goals that you establish for yourself will eventually help you to make the changes that you feel are appropriate to fulfill your life and career plans. It is only through planning, evaluating, investigating, reviewing, and decision-making that you can begin to put the career planning process to work for you.

TABLE OF CONTENTS

I.	Job Campaign Strategies	9
II.	Resume Writing	12
III.	Employment Interviewing	22
IV.	Bibliography	28

JOB CAMPAIGN STRATEGIES

Booklet Three

Career Life Assessment Skills Series

(CLASS)

I. JOB CAMPAIGN STRATEGIES

Competition for jobs in the Washington, D.C. metropolitan area is tough, particularly at the semi-professional and professional levels. Credentials are important in job seeking but it is not always the most qualified person that is offered the job. It is the person who knows how to go about getting the job who is usually hired. The use of strategy in job hunting is essential and is a productive use of your time.

When you are job hunting your time is precious; therefore, effective use of this resource will yield maximum results. Eliminate the following traditional job seeking methods from your strategy:

- Visiting employment agencies

  Many employment agencies ask you to pay a fee for their services of "finding" you a job. Sometimes these fees are paid by the employer. The results are usually the same in either case--the fee is taken out of your salary. In addition, the employment agency generally does not put your best interest first. You are the "product" and the employer is the client who gives repeat business. The best person to find you a job happens to be you!

- Researching the want ads

  Want ads can be an effective career research tool, but it is a fact that the best jobs are not even listed in the Sunday Employment section of your paper. Many ads will be "come on's" for jobs that are non-existant and are listed by employment agencies who want to collect resumes from qualified applicants. Or worse yet, there are blind ads with no company name or address and just a box number. You could find yourself on a mailing list, or getting crank calls, or you could be applying to your own company. All of the above have been known to happen, so send your resume only to known sources. Use the newspaper as a resource rather than as a major job hunting tool.

- Going through personnel offices

  Personnel offices are most commonly designed to screen and test applicants and distribute employment applications. These offices handle the bulk of the pre-selection work and employment. Generally they do not have the authority to hire directly. Interviewers may receive 100 applications for a job and may personally interview about ten, referring three or four solid candidates to the appropriate division for final selection. The odds of being selected are not in your favor unless you have excellent qualifications on paper and in person.

- Sending resumes and cover letters

In the past, sending resumes and cover letters was the standard method of job hunting. One to two hundred would be sent to prospective employers. Today the most frequent response from these letters is negative. The familiar sentence is, "We'll keep your resume and application on file in case..." or "We have no jobs available right now but..." This method is discouraging and costly.

Now that you know what methods not to use, let's investigate what methods are:

- time efficient
- productive
- result-oriented
- inexpensive
- self-directed
- successful

JOB CAMPAIGN STRATEGY

Avoid traditional job hunting:

- Want ads
- Personnel offices
- Employment agencies
- Sending resumes

TENTATIVE CAREER STATEMENT

ORGANIZE CAMPAIGN

CAREER RESEARCH

- Informational Interviewing
- Resources
  - --Libraries
  - --Yellow Pages
  - --Newspapers
  - --Clubs
  - --Network
  - --Want ads
  - --Professional organizations
  - --Company literature
  - --Word of mouth
- Agencies
  - --Women's Centers
  - --State Employment (VEC)
  - --College Placement
  - --Cooperative Education
  - --Community Resources
  - --Office of Personnel Management (OPM)
  - --Private Employment

PREPARATION

- Resume
  - --Functional
  - --Chronological
- Master Application
  - --SF 171
- Transcripts
- References
- Interviewing Techniques
- Build Network of Contacts

Secret to Success is

FOLLOW

UP

The above chart lists your tentative career statement at the top. This first step in planning your job campaign cannot be overlooked or eliminated. Knowing what job you want before you complete employment applications and

interview with different businesses increases your chances of successful job hunting. If you are unsure of your career goals and need assistance in defining what options are available to you, you could attend another CLASS workshop on Your Unique Self or Job Market Investigation. You may also want to see one of our walk-in counselors for further information.

After you have determined your career goals and have gathered as much information as possible through your career research (Column I on chart) then you are ready to prepare for your job campaign (Column II on chart).

The topic of resume writing will be covered first, followed by Employment Interviewing. Information on the Federal Government application form SF 171 will be explained in the next CLASS booklet, Federal Employment Process.

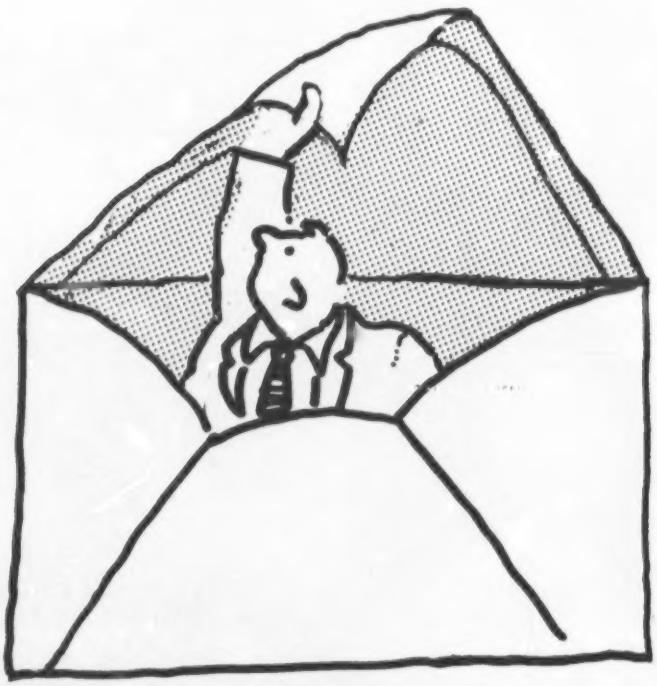
II. RESUME WRITING

Resumes are a necessary part of your job campaign because of two reasons:

1) It is an efficient way of organizing and presenting your qualifications so that you know what you have to offer an employer.

2) It provides employers with a written summary of your qualifications for screening purposes.

Resumes should be concise, organized, neat, clear, and positive. Formulating your own resume will help you focus on your skills and abilities, communicate your strengths, and interview effectively.



There is no single prescribed resume format. Choose the resume format that will complement your background. The chronological format is the most traditional because it is an exact account of your time and experience in reverse order. You place your present or last job first and work from there to your first job. Dates of employment are included so if your career has steadily climbed in importance then this might be an impressive format. The functional resume is becoming a more popular style. It omits dates and specific jobs so to emphasize particular skills and contributions you have developed. The functional resume stresses particular skill areas such as writing, managing, research, communication, etc. Look at examples of each format and then decide which would be an advantage to you. You may even consider combining styles to suit your background. Other excellent resources for this topic include The Resume Workbook by Carolyn Nutter and Who's Hiring Who? by Richard Lathrop.

Following are several sample resumes and a resume worksheet so that you can start sketching in your appropriate data. Some helpful hints are:

- be selective
- define abilities rather than duties
- stress your accomplishments
- sell yourself
- rewrite and polish
- use correct dates (if applicable)
- use action verbs
- type it neatly and organize it logically
- hire a printer for quality copies
- keep to one page in length if possible

Suggested Contents and Format of a Chronological Resume

No one formal presentation fits all applicants; format and content, of course, must be adapted to the specific job for which one is applying and to the work and educational experience of the applicant. The following are some general rules to consider when writing a resume.

NAME HOME TELEPHONE
ADDRESS WORK TELEPHONE

Professional Objective

State the position you wish to obtain, the skills you would use, and for what type of organization you would like to work.

Education

List highest level first of all post-secondary education. If high school and/or vocational school are the highest level, then provide it; otherwise, high school education is not usually included. Supply dates, academic honors, GPA if outstanding, major field(s), and schools.

Experience and/or Employment Record

Generally start with the most recent job first and work backwards. However, there are exceptions when you cite first the job experience that is pertinent to the job you are seeking. Give dates of employment.

For each job, concisely describe what you did on the job and what you accomplished. Give the name and address of each employer and do not include the name of your supervisor or salary history.

Part-time, summer or volunteer work is important, particularly if you are a recent graduate, still in school, or a mid-career adult who is returning to the competitive labor market.

Military Service

May be described--use civilian terms.

Special Skills

Including typing, shorthand speeds or machinery expertise.

Interests

Hobbies, athletics, crafts.

Memberships

In civic, political, religious organizations and offices held are significant.

Background Information

May include personal data such as age, health, marital status, and number of children if you feel this will be an advantage.

References

Furnished upon request. Be certain to obtain permission from the individuals whose names you plan to submit when requested. Choose references who can attest to your qualities and abilities as a worker or student.

SAMPLE - Chronological, A.A.S. Degree

JOHN DOE
685 10th Street
Arlington, Virginia 22201
(703) 122-4000

Professional Objective Junior Accountant of an accounting division in a large department store in Northern Virginia.

Education Northern Virginia Community College, Alexandria, Virginia. A.A.S. Degree, Accounting, 1978. Special emphasis on retail sales and merchandising; considerable work in consumer economics and accounting.

Experience

June 1978 - Present: Hecht Company Department Store, Tyson's Corner, Virginia. Head Cashier, Accounting Department. Responsible for establishing clerks' schedules, training new cashiers, ordering supplies, and trouble-shooting customer accounting complaints. Devised new system for effective computer and personnel use which resulted in a commendation from supervisor and store manager.

Summer 1977: Sears Department Store, Landmark Shopping Center, Alexandria, Virginia. Sales Clerk, Housewares Department. Duties included merchandise displays, assisting buyer, consumer relations. Also assisted department manager in training new sales personnel, sold successfully on a commission basis.

1974 to 1977: Steven Windsor, Seven Corners Shopping Center, Falls Church, Virginia. Sales Clerk. Worked part-time in men's clothing store. Assumed increased responsibilities during time of employment. Duties included sales, window displays, assisting with inventory and ordering, and assisting with advertising and copy layout.

Summer 1973: Lifeguard. Duties included general pool maintenance and swimming instruction for children and young adults.

Extracurricular Activities Program chairperson for American Marketing Association. Duties included planning programs, contacting speakers from area business community, and coordinating program.

President of local soccer club, 1979-80. Also active member of local civic association.

Background Brought up in the D.C. area. Military family; therefore traveled in Europe for three years. Wife is employed by the Department of Labor. No children.

Interests Interested in classical music. Also enjoy gardening, hiking, and playing tennis.

References Furnished upon request.

GEORGE ROBINSON
1489 Silver Spring Lane
Arlington, Virginia 22203
Telephone: (703) 460-1761
Office: (703) 527-8974

Professional Objective Retail Sales Manager. Ultimate goal--manager of major retail outlet for large national chain.

Education B.S., George Mason University. 1971.
Major: Marketing. Top third of graduating class.
Special emphasis on retail sales and merchandising. Considerable work in Accounting and Data Processing.

Experience

1975 to Present — Raleigh's Men's Shop, Tyson's Corner, Virginia.
Assistant Manager. REsponsible for all advertising and copy layout for this large department store. Worked closely with all buyers in planning sales campaigns. Coordinated and completed modernization plans for basement floor. Assisted in selection of men's suits and shoes. Trained new sales personnel and implemented new training program.

1971 to 1975 — J. C. Mills & Company, Blacksburg, Virginia.
Retail Shoe Sales. Started as clerk. After six months, promoted to new outlet as Assistant Manager. Responsible for all display work, newspaper advertising, and sales promotion. The store had an annual volume of $250,000.

Summer Work Earned 50% of total college expenses selling cooking ware on commission for four summers.

Military Service United States Army, 1969-1971.
Communications Specialist. Spent most of the time in Vietnam working as a communication and pacification relations officer. Present Draft Status--1-C (Reserve).

Background Brought up in Washington, D.C. area. Active in community affairs, such as Virginia Junior Chamber of Commerce and active alumnus of George Mason University. Member of social fraternity. Wife is a Doctor's Aide in a local clinic. No children. Have traveled extensively throughout the western part of the United States.

Interests Primarily interested in hiking--outdoor activities and conservation societies, such as Sierra Club, Save the Redwoods Foundation.

References References will be furnished upon request.

Suggested Contents and Format of a Functional Resume

NAME
ADDRESS
TELEPHONE NO.
(home & work)

Professional Objective

You may need to have several professional objectives to "tailor" your resume to fit a particular position. Be as specific as you can.

Skills and Abilities

List three or four areas of expertise you possess and then document those areas with your work or volunteer experience. Be result or accomplishment-oriented and use a variety of action verbs. Some useful action verbs include:

composed	delegated	analyzed
designed	awarded	researched
implemented	performed	sold
managed	administered	promoted
organized	supervised	negotiated
arranged	diagnosed	innovated

Check a thesaurus or dictionary for more verbs if this list does not cover your range of experience. In documenting your skills, draw on every aspect of your life. For example, if you are a homemaker and you handle all business and legal matters then state exactly what you do. If you are treasurer of an organization, be specific about your

establishing the auditing process for XYZ Club. Support whatever top skills you possess with examples from all parts of your life. No dates are required in this section.

Education

You may list your education after high school and/or any training you have had through your job if it relates to your professional objective. No dates are necessary. You may wish to eliminate this category in your resume, depending on what you see as your selling points.

Employment History

Again, this section is optional but may serve you well if you have a stable work history. You list your previous positions, employers and number of years of service. Example:

Administrative Assistant, BDM Corporation, Tyson's Corner, McLean, Virginia. (7 years)

No dates are required. List any work or volunteer jobs that contribute to your professional objective.

Military Service, Interests, Memberships, Background/Personal Information, Publications, Awards/Honors

These categories may be addressed depending on your background. Remember to sell yourself--brag a little about yourself. That's the purpose of a resume!

References

Never list your references on your resume. It gives too much unnecessary information to an employer. Be discreet with your references. They are your trump card.

SAMPLE - Functional - H.S. Education

JANET EDMONDS
605 Pearl Street
Rockville, Maryland 21210
Telephone: (301) 524-2263

PROFESSIONAL OBJECTIVE

Administrative Assistant position that would make use of coordinating, analyzing, planning and budgeting skills.

COORDINATING SKILLS

Coordinated fund-raising activities of twenty members of the local Parent Teachers Association, successfully raising $6,000 for playground facilities. As member of the Women's League of Rockville Methodist Church, initiated a relief center to meet clothing needs of the community. Also developed a schedule to meet demands of five busy household members, including carpools, cleaning, cooking and general house management.

BUDGETING SKILLS

As treasurer of our local Civic Association, managed $10,000 budget for two years.

Organized and managed family budget for 17 years. During this period, have accumulated savings necessary for four years of college for my daughter. In addition to financial matters, have learned to budget time, through well-organized scheduling of my community activities and family responsibilities.

COMMUNICATION SKILLS

Developed interpersonal skills during ten years' experience with PTA and church members. Have learned the subtleties of persuading adults to contribute time and money to community projects. Have invested considerable time and effort in developing open communication between family members. Possess ability to retain a sense of humor in tense situations.

INTERESTS

Traveling, reading, and sewing.

MEMBERSHIPS

Elected treasurer of local Civic Association - 3 year term. Voted to Board of Directors for Rockville Methodist Church - 1 year term. President of PTA 2 years consecutively.

REFERENCES

References furnished upon request.

SAMPLE - Functional - B.S. Degree

DOROTHY MARIE MASON
3200 N. Jameson Drive
Alexandria, Virginia 22030

Home Telephone: (703) 766-3301
Office Telephone: (703) 764-9287

PROFESSIONAL GOAL

Position in adult education outreach program, utilizing background and experience in curriculum development for adults, and media production.

WRITING AND COMMUNICATION SKILLS

Developed curriculum for two adult education courses, designed to help adults prepare for midlife and retirement years. Preparation for this writing involved extensive research of current sociological studies, with emphasis on the special needs of adults in role transition. Working closely with five associates, successfully integrated varying ideas and viewpoints into a cohesive instructional format. Wrote and edited News Scenes, the bimonthly newsletter of the Adults in Change Project. Developed interpersonal skills during eitht years as high school social studies teacher.

ORGANIZING AND CO-ORDINATING SKILLS

Served as Editor of the Teacher's Manual while co-ordinating the activities of five coworkers. Utilized organizational skills developed as a participant in two curriculum writing workshops conducted by Educational Scopes consultants. As Television Production Assistant for forty half-hour programs, was responsible for acquisition of all visual materials. Developed and organized a mock presidential election campaign involving sixty students in my social studies class.

MEDIA PRODUCTION SKILLS

As Production Assistant for two educational television series ("The Photographer's Eye" and "Consumer Basics"), gained knowledge of the instructional and creative capabilities of television, as well as the financial requirements of production. As Writer/Editor of News Scenes, utilized journalistic and editorial skills developed earlier as an intern with a community publication. Studied the social and educational implications of the mass media as American Studies major in college.

EDUCATION

Bachelor of Arts degree in American Studies from University of Idaho. Major areas of concentration include political science and social and ethnic problems. Received secondary school teaching certification.

WORK HISTORY

Social Studies Teacher, Morris County High School, Sayers, Maryland (eleven years).

Intern, Sayers Monthly, Sayers, Maryland (two years).

Production Assistant, Media Production, Northern Virginia Community College, Annandale, Virginia (present position).

PERSONAL INFORMATION

Excellent health. Widow. No children.

References and writing samples available upon request.

Adapted from Emphasis Series: Change I. Salt Lake City: Olympus Publishing Co., 1977.

RESUME WORKSHEET

Name:
Address:
Telephone Numbers:
(home and work)

PROFESSIONAL OBJECTIVE

EDUCATION

EXPERIENCE

SPECIAL SKILLS

MILITARY EXPERIENCE

INTERESTS

MEMBERSHIPS

III. EMPLOYMENT INTERVIEWING

Employment interviews are a necessary and critical component of the job campaign strategy. There is no one correct way of interviewing--you will need to develop your own style. Interviewing is necessary because:

- it gives the employer the opportunity to meet you in person and to evaluate the "total" you, which includes your attitude, appearance, personality, confidence, knowledge about yourself, etc.

- it gives you the opportunity to meet the employer and look over the company in person and to evaluate the specific job that you are applying for.

This two-way appraisal includes the employer asking, "Will this applicant fit into our company?" and you asking, "Will this position fit in with my career goals?"

Preparation is the key to successful employment interviewing. We all know that prior planning prevents poor performance, therefore, the following interview checklist might serve as a reminder to you on each interview.

Interview Checklist

Preparation

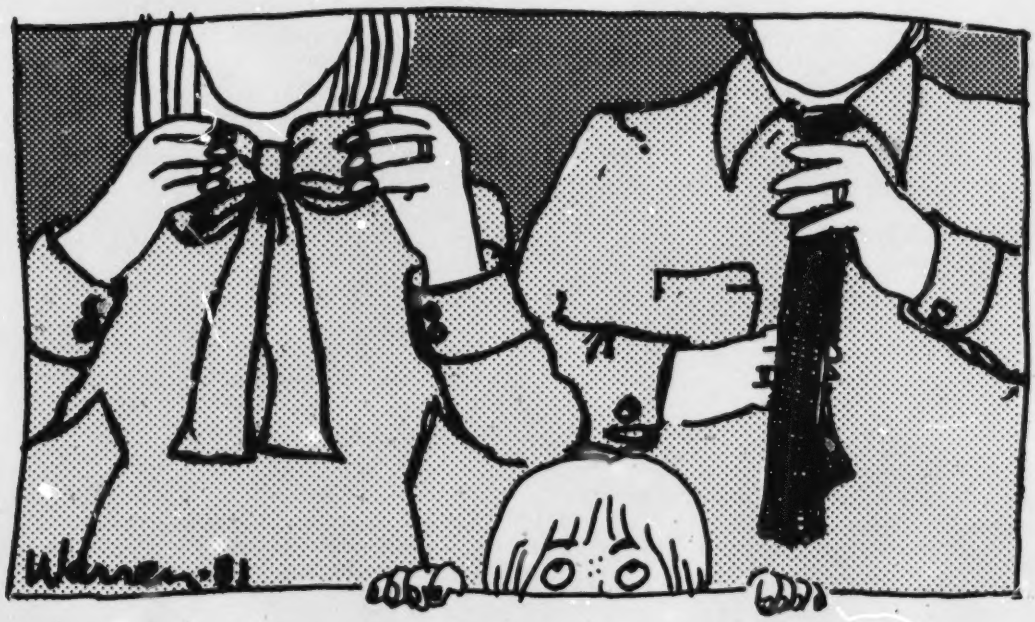
Know your skills and abilities - what you have to offer.
Know your career goal(s).
Research the company and/or business through annual reports, brochures, newsletters, catalogs, etc.
Write a resume.
Prepare a master application form (Use the SF-171 government application).
Know about your field of interest--openings, salary ranges, possible jobs. Refer to the Occupational Outlook Handbook.

Filling Out the Application

Bring your master application form and resume.
Know your social security number.
Take a pen with you.
Read instructions carefully.
Use your correct name, not a nickname.
Answer every question that applies to you or use N/A if not applicable.
Have available the correct names and addresses of three people that you can use as personal references. These might include: teacher, counselor, pastor.
Employers expect you to state the kind of work that you are interested in; therefore, state clearly your particular interest. Do not write the word "anything" in answer to this question.
If there is a blank for "Salary Desired" give a salary range--$10,000 - $13,000.
Check the application fully upon completion for possible errors.

For the Big Day

Dress appropriately.
Make arrangements for transportation necessary to get you to the interview on time.
Arrive ten minutes early for the interview.
Know the interviewer's name.
Do not take friends, parents, or children with you to the interview.
Be prepared to state your qualifications briefly and intelligently.



The Interview Itself

Introduce yourself, shake hands, and state the purpose of your visit.
Gum chewing or smoking shows your nervousness.
Be a good listener; don't dominate the interview.
Answer all questions briefly and intelligently.
Ask questions about the job to show your interest--discuss career advancement.
Be sincere and honest.
Salary questions are tricky--Know your range--Keep fringe benefits in mind.
Leave family or personal problems at home.
Refrain from being critical of former employers or co-workers.
Once the interview is over thank the person for his/her time and consideration.
Arrange to call the employer at a convenient time for the interview results.

Afterwards (PHEW!)

Make each interview a learning experience.
How could you improve your next interview?
What points could you stress more strongly?
Practice makes perfect.
Send a thank you letter if you were impressed. It keeps your name in the forefront.

Interviewing Strategies

Job hunting in general can be a difficult process especially if you follow the traditional methods which include:

- looking at the newspaper want ads
- going to employment agencies and personnel offices
- sending hundreds of resumes and cover letters.

When you follow the traditional job hunting route, the effectiveness is questionable unless you look wonderful on paper. Being "screened in" for an interview when your application and resume are compared with 100 other applications is very competitive. The chance for rejection is great. When this traditional route is followed time after time after time, it is likely that you will receive non-committal letter responses saying "Don't call us, we'll call you." Rejection in any form is difficult for most people to handle. And when those rejections start piling up, it is very easy to retreat and blame yourself instead of the job-seeking system for failures. This is known as rejection shock. To find a job when one is suffering from rejection shock is nearly impossible because confidence levels are at their lowest. Therefore, when planning your job campaign strategy, it is imperative that you protect yourself from rejection shock. This is your #1 responsibility. How do you accomplish this?

Let us first examine three major reasons why people are rejected from a position.

The most common reason for rejection is that no job exists at the moment. The next one is that you are not qualified, which could mean "under" or "over" qualified in personnel terms. The last reason for rejection is that you do not have the interest in that particular job, mainly because you really want another type of job but you are settling. These three barriers to employment,

- no job
- not qualified
- no interest

can be overcome through organizational research and informational interviewing.

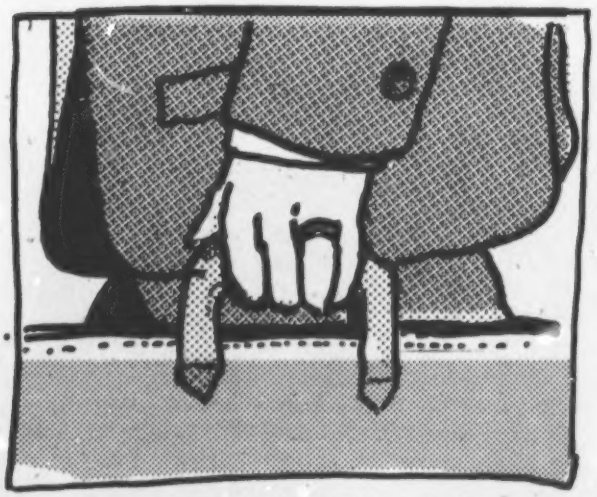
Organizational research demands that you be creative in gathering information about the companies or businesses you are interested in. Call the public information or public relations offices for brochures, catalogs, reports, newsletters, etc. Talk to people in the organization and ask questions about

the informal hiring system. The formal hiring system always involves the personnel office and you want to avoid this office at present. Again you are looking for company information, and who can better inform you than an employee. Knowing about the organization and specific jobs in a company builds confidence which can prevent rejection shock.

Informal interviewing is the most effective way to uncover possible job openings and break through to the hidden job market. Most "good" jobs are never advertised because the referral method fills 80 percent of these job openings. Informational interviewing can help you narrow your career goals and also assist you in your job campaign strategy. Calling someone to set up an informational interview is less threatening than asking for a job interview. A peer will usually be flattered that you are seeking him/her out for information and will hopefully explain the informal hiring system route to you. This peer may also help you further by hand carrying your resume to his/her boss, or inform you of an opening, or introduce you to others that may be of help. All it takes is one person who is willing to open the door and you are employed.

The following sample interview questions are included here for you to review carefully. In order to feel more comfortable, role-play your interview technique with a friend. The more preparation you do before your real interview the more handsomely it may pay off.

Happy hunting!



Questions Most Asked During Interviews

1. What are your future career plans?
2. Where would you like to be in 5 years professionally? in 10 years?
3. How do you spend your spare time? What are your hobbies?
4. In what type of position are you most interested?
5. Why do you think you might like to work for this agency?
6. How have your previous jobs brought you to this point in your career?
7. Why did you choose your particular field of work?
8. What do you know about this government agency or business?
9. What qualifications do you have that make you feel that you will be successful in your field?
10. What are your ideas on salary?

11. How much do you hope to earn in 5 years? 10? 15? 20?
12. What do you think determines an individual's progress on the job?
13. What personal characteristics do you think are necessary for success in your chosen field?
14. Why do you think that you would like this particular type of job?
15. What kind of boss do you prefer?
16. Do you prefer working with others or by yourself?
17. Can you take instructions without feeling upset?
18. How did previous employers treat you?
19. What have you learned from some of the jobs you have held?
20. Can you get recommendations from previous employers?

21. What interests you about our service or product?
22. What was your record in military service?
23. What are the disadvantages of your chosen field?
24. What do you know about opportunities in the field in which you are trained?
25. Do you like routine work?
26. Do you like regular hours?
27. What size city do you prefer?
28. What is your greatest weakness?
29. What is your greatest strength?
30. Will you fight to get ahead?

31. Do you demand attention?
32. Do you have an analytical mind?
33. What do you do to keep in good physical condition?
34. Have you any serious illness or injury?
35. Are you willing to travel?
36. What job in this business would you choose if you were entirely free to do so?
37. What books have you read recently?
38. What type of people seem to rub you the wrong way?
39. Are you primarily interested in making money or in helping your fellow man?
40. What have you done that shows your initiative and willingness to work?

Negative Factors Evaluated During the Employment Interview Which Frequently Lead to Rejection of an Applicant

1. Poor personal appearance.
2. Overbearing, overaggressive, conceited, superiority complex, know-it-all.
3. Inability to express yourself clearly--poor voice, diction, grammar.
4. Lack of planning for career. No purpose and goals.
5. Lack of interest and enthusiasm, passive, indifferent.

6. Lack of confidence and poise. Nervousness. Ill at ease.
7. Failure to participate in activities.
8. Overempahsis on money. Interest only in best-dollar offer.
9. Unwilling to start at the bottom. Expects too much too soon.
10. Makes excuses. Evasiveness. Hedges at unfavorable factors in record.

11. Lack of tact.
12. Lack of maturity.
13. Lack of courtesy. Ill mannered.
14. Condemnation of past employers.
15. Lack of social understanding.

16. Lack of vitality.
17. Fails to look interviewer in the eye.
18. Indecision.
19. Sloppy application form.
20. Merely shopping around.

21. Wants job only for a short time.
22. Little sense of humor.
23. Lack of knowledge of field of specialization.
24. Parents or spouse make decisions.
25. No interest in work of that particular agency.

26. Emphasis on whom he or she knows.
27. Unwillingness to travel or relocate.
28. Cynical.
29. Lazy.
30. Intolerant, strong prejudices.

31. Narrow interest.
32. No interest in community activities.
33. Inability to take criticism.
34. Lack of appreciation of the value of experience.
35. Radical ideas.

36. Late to interview without good reason.
37. Attempts to gain sympathy because of personal or financial problems.
38. Asks no questions about the job.
39. High pressure type.
40. Indefinite response to questions.

IV. JOB CAMPAIGN STRATEGIES

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